

Labor Exchange Toolbox 2.0 Job Development Desk Aid

Workforce system staff process

NOTE: By clicking in the boxes and pressing F1, you access a help box for each item. As of document creation, help screens were incomplete. Therefore, screen shots do not include the help screen. Corrected text is included.

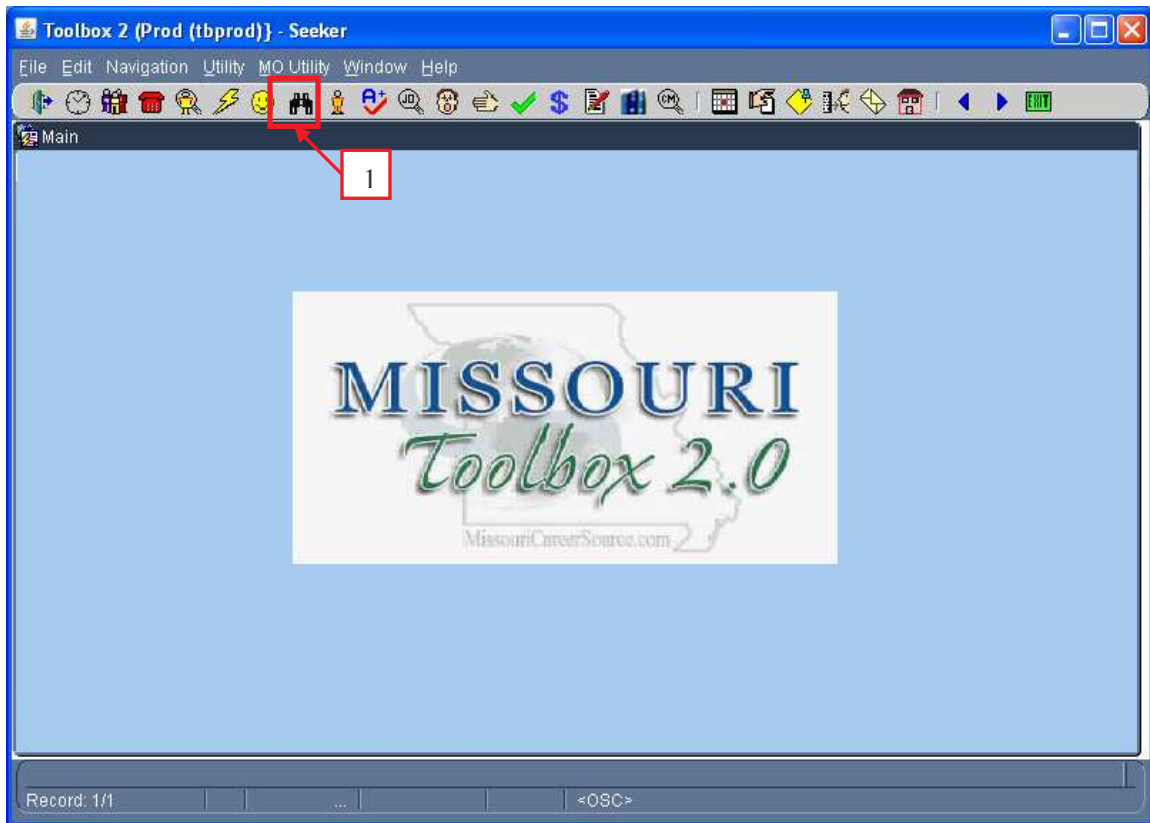



Figure #1: MissouriToolbox2.0 Main Screen

Step-by-Step:

1. Staff will query the job seeker data base. Click on Find Seeker  speed button on the speed button bar.

Find Seeker

Toolbox 2 (Prod (tbprod)) - Seeker

File Edit Navigation Options Utility MO Utility Window Help

Seeker Screen - DWD TRAINER(### ## 4321) | No Primary Counselor Assigned

Find Seeker | Seeker Info | Des. Job Title | Edu/Cert | Work History | Referrals | Other | Scratch Pad | Svc Referral | Adv. Query

Search Criteria

SSN: Phone: 573

Name
Last: TRAINER
First: Middle:

App ID: DCN:

Web User Id:

Email:

Default Screen

☒ Seeker Info ☐ Referral History ☐ Assessment
☐ Desired Job Title ☐ Scratch Pad History ☐ Eligibility
☐ Education/Certificates ☐ Testing ☐ Funding
☐ Work History ☐ Service History ☐ Employment Plan
☐ Other ☐ Initial Interview ☐ Change History

Seeker Name	Status	Type	Address	City/State/Zip	DOB

Enter the last name of the seeker

Record: 1/1

*Figure #2: Seeker Screen
Find Seeker Tab Screen*

Step-by-Step:

- 1) Enter the job seeker's SSN, phone number, last and first name, app id, DCN, web user id or email address in the text boxes.
- 2) Click the Search button.

Selecting a Job Seeker

Toolbox 2 (Prod (tbprod)) - Seeker

File Edit Navigation Options Utility MO Utility Window Help

Seeker Screen - DWD TRAINER | No Primary Counselor Assigned

Find Seeker | Seeker Info | Des Job Title | Edu/Cert | Work History | Referrals | Other | Scratch Pad | Svc Referral | Adv. Query

Search Criteria

SSN: Phone: Name: Last: TRAINER First: Middle: App ID: DCN: Web User Id: Email: Search Partial Entry

Default Screen

☒ Seeker Info ☐ Referral History ☐ Assessment ☐ Desired Job Title ☐ Scratch Pad History ☐ Eligibility ☐ Education/Certificates ☐ Testing ☐ Funding ☐ Work History ☐ Service History ☐ Employment Plan ☐ Other ☐ Initial Interview ☐ Change History

Seeker Name	Status	Type	Address	City/State/Zip	DOB
TRAINER,	I	S	515	, MO	01/01/19
TRAINER,	I	S	13974	, MO	02/01/19
TRAINER,	I	S	1507	, MO	04/13/19
TRAINER,	I	SP	4109	, MO	04/04/19
TRAINER,	A	SCP	101	, MO	07/10/19
TRAINER,	I	S	303	, MO	12/28/19
TRAINER, DWD	A	S	1234	, MO	01/01/19
TRAINER,	I	SP	921	, MO	01/08/19
TRAINER,	I	SP	6722	, MO	06/28/15
TRAINER,	I	S	1002	, MO	11/13/19

Seeker's name
Record: 10/? <OSC>

*Figure #3: Seeker Screen
Find Seeker Tab Screen*

Step-by-Step:

- 1) Staff will select the job seeker from the returned results. Once a record has been located, double click on the record.

Selecting Notes

Toolbox 2 (Prod (tbprod)) - Seeker

File Edit Navigation Options Utility MO Utility Window Help

Seeker Screen - DWD TRAINER | No Primary Counselor Assigned

Find Seeker | **Scratch Pad** | Referral | Adv. Query

Name and Address Information

Name: DWD | TRAINER | Mailing Address: 1234 TRAINING LANE | Street Address: |
Phone Numbers: Home: (573)555-1234 | Cell: | JEFFERSON CITY | MO | 65101 | Email: dwdtraining@ded.mo.gov
Work: | Other: | ☐ Bad Address ☐ Homeless

Personal Information

Date of Birth: 01/01/1972 | ☐ In School ☐ Disabled
Age: 36 | ☒ Searchable
Gender: F | ☒ Share resume ☐ Displ. Homemaker
Citizen: Y | ☐ Undoc. Alien ☐ Deceased
Alien Reg #: A | LEP: |
Veteran Information: Vet Status: N - None | Transition: |
☐ Recently Separated | Served From: | Served To: |
☐ Served in Campaign |
☐ Print on Summary (Resume)
☐ Service Ended by Disability
☐ Spouse Currently Deployed in Reserves or National Guard
Branch: | ☐ Status Verified
Source: | ☐ Partial Seeker
☐ Restricted ☐ Secondary Counselor

Seeker Status

Status	Date	Last Update
Emp Exchange: Active	04/15/08	04/15/08
Case Management: N/A		Next Appt: Time:
UI Ben Year End Dt: Inactive		Next Task:

App ID: 2306415867 | Possible/Actual Enrollments
DCN: |

Services Provided


Date	Type of Service	Employment Counselor
04/15/08	Career Guidance	

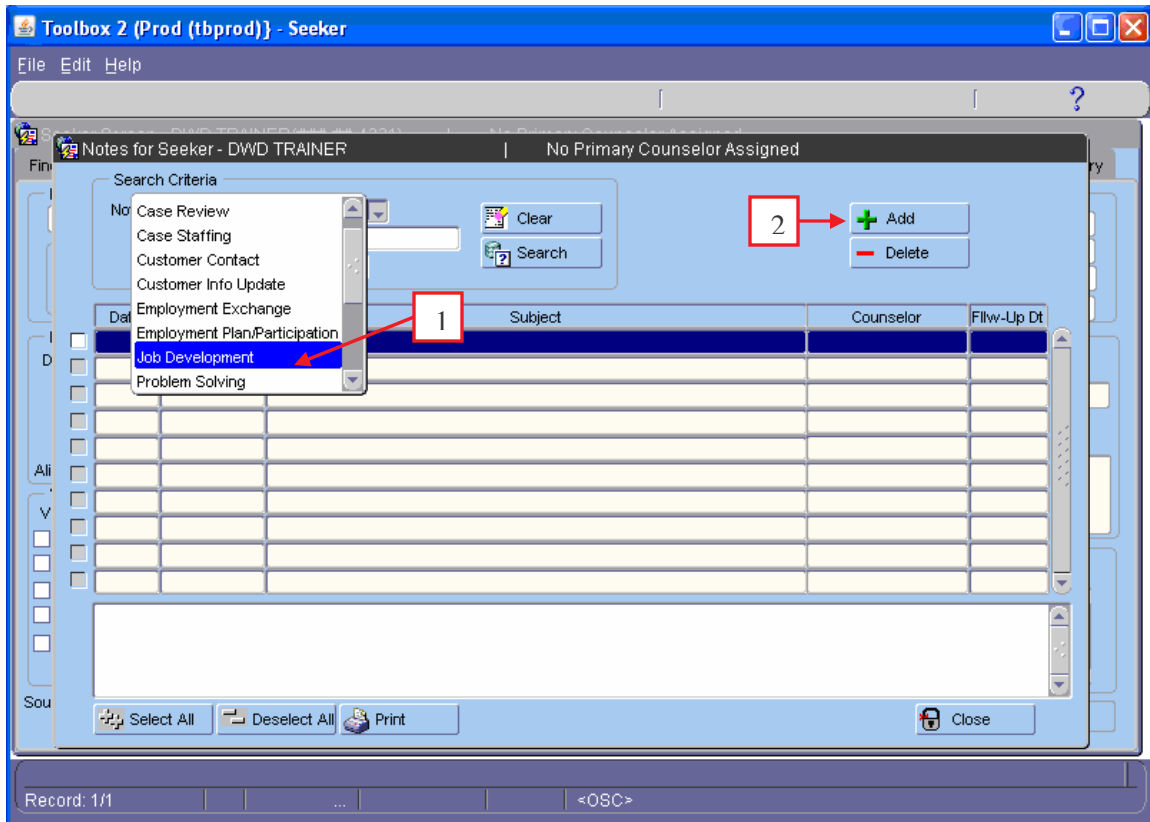
Save Cancel

Seeker's first name
Record: 1/1 | <080>

*Figure #4: Seeker Screen
Seeker Info Tab Screen*

Step-by-Step:

- 1) To enter a job development contact for the selected job seeker, select the Note speed button . The Note for Seeker screen displays.



*Figure 5: Seeker Info Screen
Notes for Seeker Screen*

Step-by-Step:

- 1) From the Note Category dropdown box, select Job Development.
- 2) Click Add.

Job Development Contact Entry

Add a job development contact to the job seeker's record.

The screenshot shows a software interface for entering a job development contact. A dialog box titled "Create Note for Seeker - JOHN" is open over a background window titled "Notes for Seeker - JOHN". The dialog box contains the following elements:

- 1**: A dropdown menu for "Note Category" with "Job Development" selected.
- 2**: A text box for "By:" which is pre-populated with "Counselor".
- 3**: A text box for "Subject:".
- 4**: A large text area for "Notes:".
- 5**: A "Save" button.

Other visible elements include a "Date" field with "03/18/08", a "Follow-up Date" field, a "Print on Save" checkbox, and "Clear" and "Search" buttons in the background window. The background window also has a table with columns "Counselor" and "Flw-Up Dt".

Figure 2: Job Development Contact Screen

- 1) In the Note Category, select Job Development from the dropdown list.
- 2) The Date and Employment Counselor Name is pre-populated.
- 3) In the Subject text box enter the employer name.
- 4) The Notes text box is for any notes needed to explain the job development contact.
- 5) Click the Save button. A note is added to the job seekers record.

NOTE: Previous notes are also viewed from the Notes screen.